

TOPSFIELD TOWN HALL

It's Time!



AGENDA

- Introduction
- The Need
- The Physical Plan
- Budget and Taxpayer Impact
- Questions & Answers

The Town Hall Building Committee



Experience,
expertise,
dedication.

Committee

Gregor Smith, Chairman

Peter Bryson

Mark Lyons

Elizabeth Mulholland

Benjamin Nutter

Josh Rownd

- Owner's Project Manager

- Code Enforcement Officer and Building Inspector

- Attorney and Former Finance Committee Chair

- Preservationist and Historical Commission Chair

- Architect

- Architect

Ex Officio

Kellie Hebert

Boyd Jackson

Martha Morrison

Donna Rich

-Town Administrator

-Selectman

-Selectman

-Com. Dev. Coordinator and Procurement Agent

Award Winning Architects

McGinley Kalsow & Associates, Inc.

Outstanding portfolio in:

- Restoration and renovation of historic buildings
- Designing compatible new additions
- Planning and revitalization of historic areas
- Town/City Hall projects
- Working with smaller communities like Topsfield

Relevant Experience



Dunstable Town Hall



Essex Town Hall



Sandwich Town Hall



Provincetown Town Hall



Ayer Town Hall



Salisbury Town Hall

June 9th, 1873

Town Meeting voted
to build a Town Hall.
This was the last
time – 143 years ago
– that significant
funds were voted for
the building!

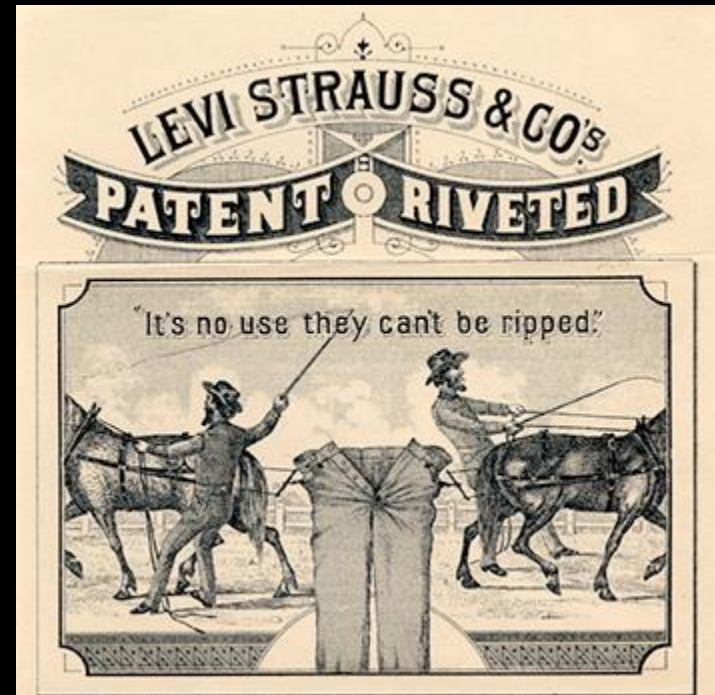




To put that date into perspective:

Ulysses S. Grant was the President ,
and the country was recovering from
the Civil War.

Only a few weeks before
Topsfield's vote, on May 20,
1873, Levi Strauss and Co.
received a patent for blue jeans
and began manufacturing them.



Constables

Tax Assessors

Board of Selectmen

Highway Superintendent

Treasurer

Board of Library Trustees

Board of Assessors

Rail Trail Committee

Recreation Committee

Constables

Cable TV/Town Website Committee

Tax Assessors

Board of Road Commissioners

Board of Selectmen

Board of Water Commissioners

Green Communities Committee

Highway Superintendent

Mapping Committee

Treasurer

Recycling Committee

Town Hall Building Committee

Board of Registrars

Finance Committee

School Committee

Agricultural Commission
Board of Library Trustees
Tax Assessors
Cable TV/Town Website Committee
Park & Cemetery Commissioners
Zoning Board of Appeals
Board of Selectmen
Mapping Committee
Board of Health
Highway Superintendent
School Committee

Recreation Committee
Historical Commission
Board of Road Commissioners
Conservation Commission
Green Communities Committee
Board of Water Commissioners
Stormwater Management Committee
Recycling Committee
Finance Committee

Planning Board
Board of Assessors
Rail Trail Committee
Constables
Treasurer
Town Hall Building Committee
Board of Registrars
Council on Aging

THE NEED

Program Goals

- Create a Safe Work Environment
- Provide Accessibility
- Satisfy Building Code Deficiencies
- Improve Energy Efficiency
- Provide for Multiple Meetings
- Provide Space for Counsel On Aging
- Preserve the 1873 Town Hall

Position the building for its next 100 years of service to the community

Town Hall Goals

- Create a Safe Working Environment
 - Replace Carpet and Tile
 - Abatement of Hazardous Materials
 - Install HVAC



Town Hall Goals

- Provide Accessibility
 - Bring into ADA Compliance
 - Access All Town Departments and Functions
 - Fundamental Right



Town Hall Goals

- Satisfy Building Code Deficiencies
 - Remove Generator
 - Update Egress
 - Address Lack of Insulation



Town Hall Goals

- Improve Energy Efficiency
 - Existing Building Has Almost No Insulation
 - Add Central Air
 - Upgrade Lighting & Electrical



Town Hall Goals

- Provide For Multiple Meetings
 - Only One Accessible Conference Room Now
 - 38 Town Boards
 - 161 Volunteer or Elected Citizens (not including Town Employees)



Town Hall Goals

- Provide Space for Counsel On Aging
 - Aging Population
 - Increased Senior Services
 - Eliminates a Need for a Independent Facility



Town Hall Goals

- Preserve the 1873 Town Hall
 - Cosmetic Exterior Renovations
 - Current Window Project
 - Preservation Restriction on Building from MHC



THE PHYSICAL PLAN

The Preservation Restriction

A preservation restriction was placed on Topsfield Town Hall in return for grants provided by the Massachusetts Historical Commission to pay for restoration work performed on the building.



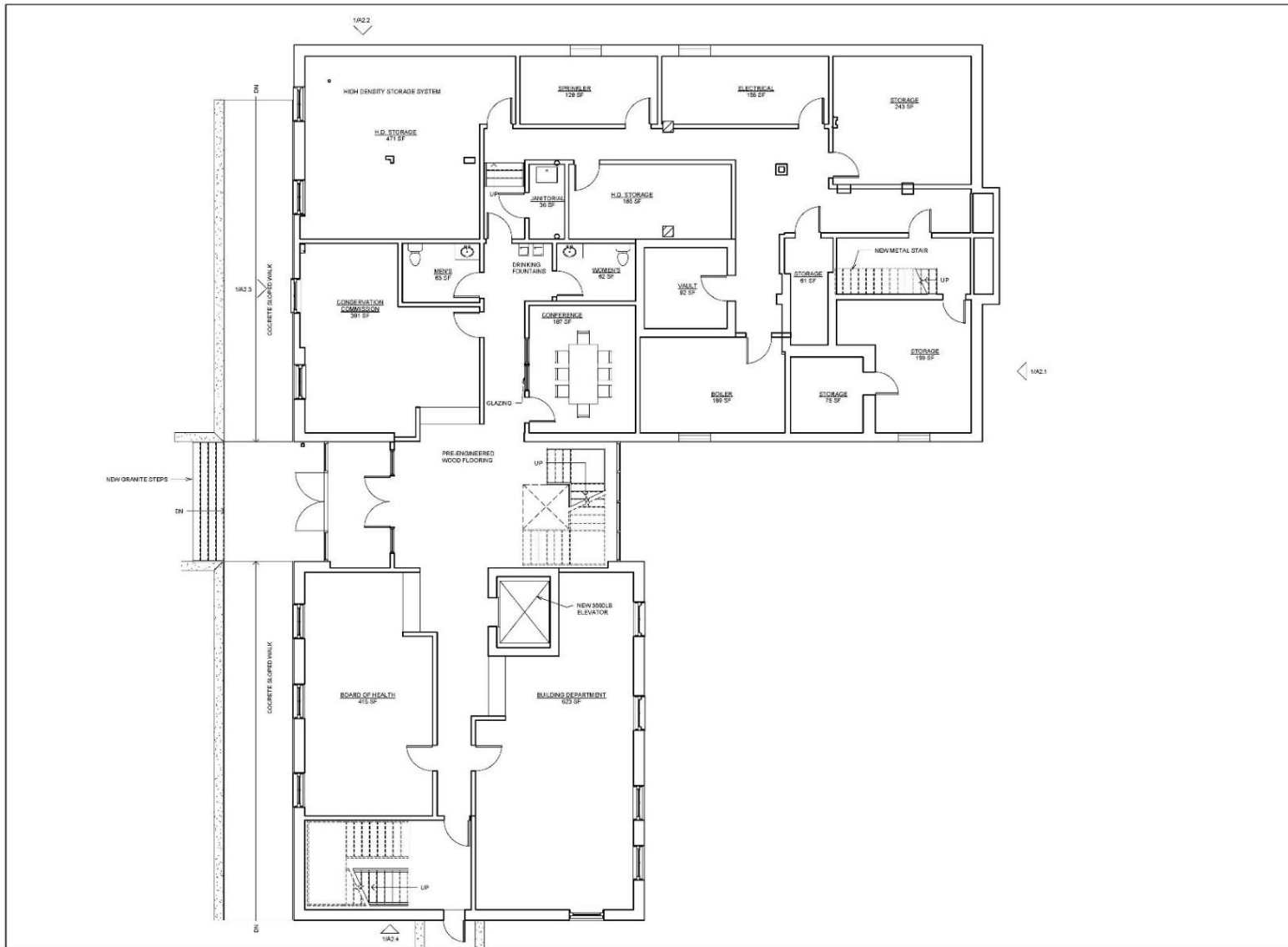
The preservation restriction requires that all “historically significant” elements of the building be preserved and that any addition to the building be approved by the Massachusetts Historical Commission. The major issue that has been raised relative to the restriction is the use of the auditorium or Great Hall that is now divided into office cubicles.



A glass element connects the old and new buildings.



Frequently visited department offices will occupy the ground level.



Topsfield Town Hall

8 W Common St.
Topsfield, MA 01983

Date: 01/14/16
Scale: 3/16" = 1'-0"
Drawn By: FE
Reviewed By: DM
Project No: 1758

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
374 Broadway, P.O. Box 45218
Somerville, MA 02145
617.253.8001 - www.mcginleykalsow.com

Scheme C
Ground Floor Plan

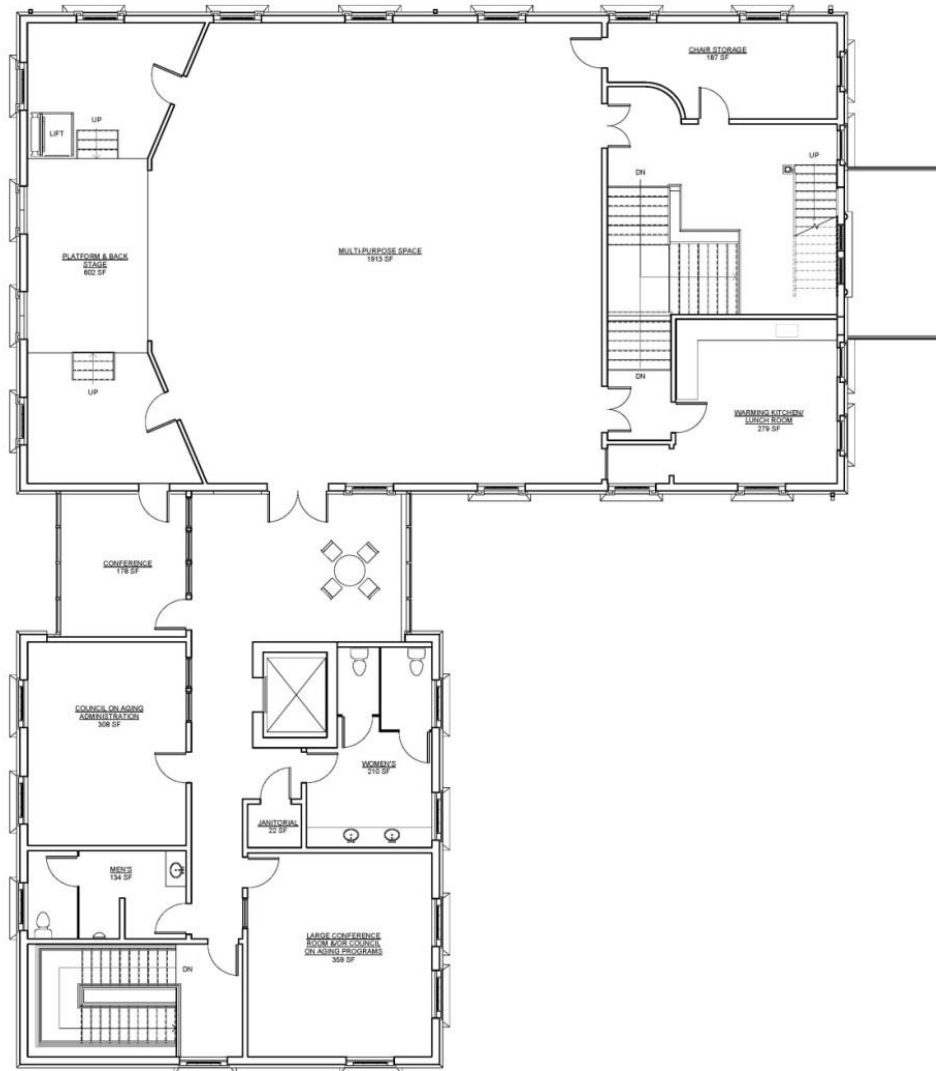
No.
A1.1

Architectural floor plan of the second floor of a building. The plan shows various rooms and their square footages:

- MEN'S: 186 SF
- WOMEN'S: 180 SF
- JANITORIAL: 23 SF
- ACCOUNTING: 291 SF
- MAIL ROOM: 183 SF
- MEETING ROOM: 266 SF
- TOWN ADMINISTRATOR: 237 SF
- BOARD OF SELECTMEN: 204 SF
- CONFERENCE: 181 SF
- TOWN CLERK: 331 SF
- VAULT: 92 SF
- PROCUREMENT AND COMMUNITY DEVELOPMENT: 508 SF
- VETERANS' AGENT/ MISC. BOARD: 267 SF
- TREASURER/ COLLECTIONS: 485 SF
- MACHINE ROOM: 72 SF
- JANITORIAL: 23 SF
- AUDITOR: 440 SF
- LONG TRANSACTION COUNTER W/ WOOD ROLL UP GRILL (TYP ALL COUNTERS)
- RECREATE COLUMN
- NEW WOOD STAIRS
- NEW HANDRAIL
- NEW DOWNSPOUT
- NEW DOWNSPOUT
- NEW DOWNSPOUT
- NEW DOWNSPOUT
- 1A2.1
- 1A2.2
- 1A2.3
- 1A2.4



The top floor will serve an important new community function. The Council on Aging will be located there with office space, drop-in space and access to the renovated auditorium for program needs.



Topsfield Town Hall

8 W Common St
Topsfield, MA 01983

Date: 01/08/16
Scale: 3/32" = 1'-0"
Drawn By: FE
Reviewed By: DM
Project No: 1758

MK & A McGinley Kalsow & Associates, Inc.
ARCHITECTS & PROFESSIONAL PLANNERS
324 Broadway, P.O. Box 45248
Somerville, MA 02145
617.625.8901 - www.mcginleykalsow.com

Scheme C
Second Floor Plan

No.

A3

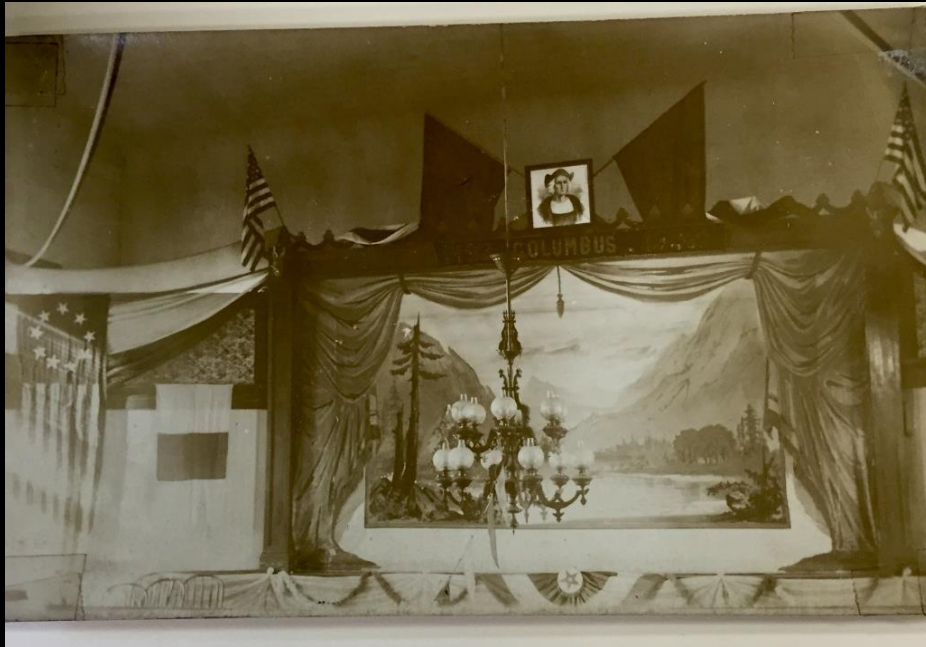
The Auditorium



The second floor auditorium was used for Town Meeting until it was no longer large enough.

The auditorium was also used for smaller meetings, social functions, cultural and civic events including theatrical productions, dances, concerts and lectures.

These historic photos show the auditorium decorated for Columbus Day and for the 250th anniversary of the Town.



Dance Cards – Topsfield Brass Band and the Unique Dramatic Club



The Auditorium

- **Multi-Purpose**
- **Community Center**
- **COA**
- **Meetings**
- **Performances**
- **Dances**
- **Audio/Visual/TV**



BUDGET AND TAXPAYER IMPACT

Conceptual Budget

	Renovate Existing		+	New Addition		=	Total	
Area:	11,376			6,642			18,018	
	Cost	\$/SqFt		Cost	\$/SqFt		Cost	\$/SqFt
Construction	\$ 2,963,000	\$ 260.46		\$ 3,315,000	\$ 499.10		\$ 6,278,000	\$ 348.43
Arch/Eng'g	\$ 635,000	\$ 55.82		\$ 371,000	\$ 55.86		\$ 1,006,000	\$ 55.83
FF&E	\$ 208,000	\$ 18.28		\$ 122,000	\$ 18.37		\$ 330,000	\$ 18.32
Project Support	\$ 352,000	\$ 30.94		\$ 205,000	\$ 30.86		\$ 557,000	\$ 30.91
Financing & Insurance	\$ 2,000	\$ 0.18		\$ 1,000	\$ 0.15		\$ 3,000	\$ 0.17
Subtotal	\$ 4,160,000	\$ 365.68		\$ 4,014,000	\$ 604.34		\$ 8,174,000	\$ 453.66
Escalation	\$ -	\$ -		\$ -	\$ -		\$ 454,000	\$ 25.20
Contingencies - hard cost	\$ -	\$ -		\$ -	\$ -		\$ 1,041,000	\$ 57.78
Contingencies - soft cost	\$ -	\$ -		\$ -	\$ -		\$ 190,000	\$ 10.55
Total	\$ 4,160,000	\$ 365.68		\$ 4,014,000	\$ 604.34		\$ 9,859,000	\$ 547.18

NOTES

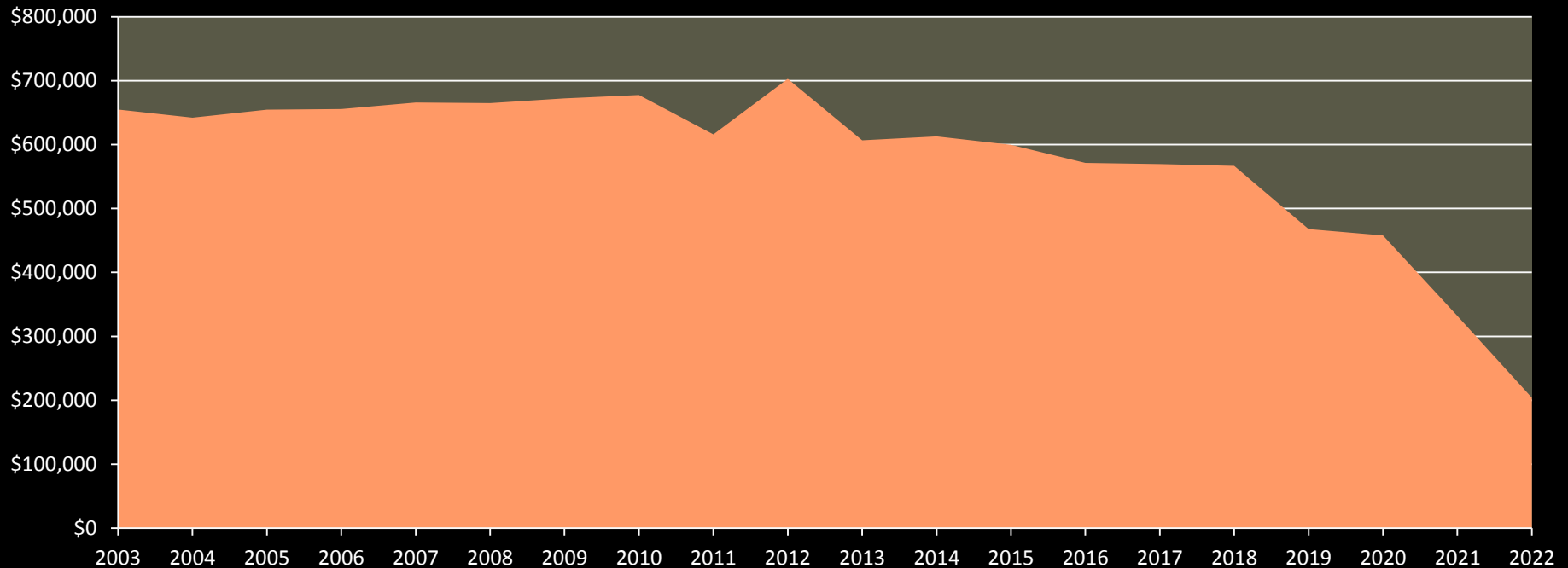
- 1) Costs for Phase 1, Conceptual Design, have not been included here (approximately \$100k).
- 2) The numbers presented in this budget are "order of magnitude." They are based on very preliminary information with a wide range of assumptions.
- 3) This budget includes project contingencies of 15%.
- 4) This budget includes projections for rent (10,000SF at \$20/SF for 18 months) and relocation expenses for temporary occupancy during construction.
- 5) Costs are not included for long-term financing.
- 6) Escalation is included in the amount of \$454,000.
- 7) Modest allowances are included for furniture, A/V equipment, and telephone and data communications equipment. It is hoped that other solutions for funding of upgrades may be sought (private fund raising, for example).

CURRENT EXEMPT DEBT

Current exempt debt was approved for:

- The Library
- Proctor and Steward School Renovations
- Landfill Closure
- Fire Truck
- DPW Facility
- Asbury Street Bridge Replacement
- Rowley Bridge Road Bridge Repairs

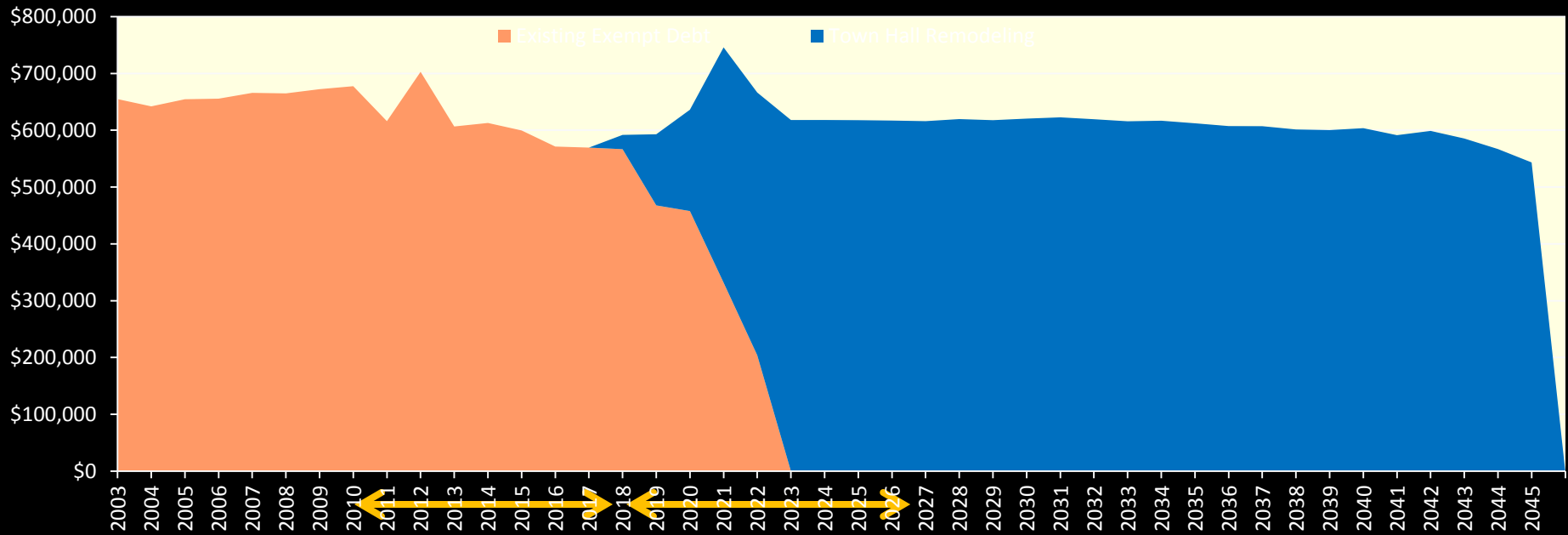
**EXISTING EXEMPT DEBT, Principal and Interest
2003 to 2022. In the year 2023, this existing debt
disappears.**



EXISTNG EXEMPT DEBT AND PROPOSED TOWN HALL EXEMPT DEBT Principal and Interest 2009 to 2026

Exempt Debt	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Existing	672,291	677,529	615,968	702,848	606,656	612,840	599,640	571,290	569,490	566,665	467,790	457,790	331,840	204,000	-	-	-	-
Proposed										25,150	125,150	178,300	413,990	462,400	618,025	618,050	617,725	617,050
Total Exempt	672,291	677,529	615,968	702,848	606,656	612,840	599,640	571,290	569,490	591,815	592,940	636,090	745,830	666,400	618,025	618,050	617,725	617,050

EXISTING EXEMPT DEBT AND PROPOSED TOWN HALL EXEMPT DEBT Principal and Interest 2003 to 2045



In years 2009 through 2017, the annual average impact of existing debt on a residential tax bill is \$256.47

In years 2018 through 2026, the annual average impact of existing debt + the Town Hall debt is \$259.90.

\$259.90

- 256.47

\$ 3.43 = Net Increase

TAXPAYER IMPACT

If the Town chooses to fund the Town Hall Project by replacing comparable levels of retiring debt, the additional net average annual cost to the median Taxpayer is projected to be:

\$3.43

TOWN OF TOPSFIELD
RATING AGENCY DEBT MEDIANS FOR AAA/AA RATED MUNICIPALITIES

		Benchmarks		
Rating		Total Debt Service/ Budget		Total Debt/ Assessed Valuation
AAA		9% or below		3% or below
AA		11% or below		3% or below
Topsfield		2.69%		0.380%

Our prudent approach to borrowing is clear as we are very well within the guidelines for AA and AAA bond rating.

MASS DOR COMPARATIVE MUNICIPAL DEBT ANALYSIS FY 14

	Municipality	Total Debt Service	Debt Service as % of Budget	Debt Limit	Total Outstanding Debt	Operating Budget
	Essex	1,923,404	11.76	39,934,230	17,199,913	16,356,939
	Newbury	1,901,584	10.45	64,937,825	13,816,978	18,194,959
	Littleton	4,009,723	9.60	79,036,585	29,830,131	41,760,595
	Rowley	1,549,966	8.51	45,646,365	17,990,935	18,220,371
	Manchester	1,748,566	6.23	112,138,395	8,904,193	28,053,560
	Middleton	1,813,498	6.07	82,587,100	18,568,400	29,861,150
	Wenham	966,574	5.95	35,369,050	6,785,000	16,248,304
	West Newbury	890,435	5.69	38,070,930	5,364,469	15,645,966
	Boxford	1,417,639	4.62	85,265,810	9,751,816	30,678,315
	Georgetown	1,008,968	3.64	59,333,705	7,162,506	27,690,181
	Hamilton	1,008,079	3.63	67,674,930	6,685,000	27,742,953
	Topsfield	\$ 782,280	3.14%	\$ 60,380,795	\$ 4,930,000	\$ 24,932,740

In comparison to other communities, Topsfield's debt service as a percent of budget similarly confirms our conservation position.

It's Time!

- No significant funds have been allocated since 1873
- Town Hall is in vital need of revitalization
- Favorable Interest rates
- Construction costs are increasing
- A dedicated Committee with phenomenal expertise
- Award Winning architect with relevant experience
- Affordable configuration designed to meet Topsfield's needs

*This project will create a safe and functional facility that will serve the needs of
Town government and the community for years to come*

TOPSFIELD TOWN HALL



It's Time

Questions and Answers

Why the Addition?

- Bring our Building into ADA Compliance
- Bring our Building up to Code
- To Meet Needs of Program
 - Town Governance Has Changed (more departments)
 - Meeting Space
 - Efficiencies
- Address COA and Community Needs

Why This Design?

- Design is Subjective – “In the Eye of the Beholder”
- Honor the Style of the Existing Building
 - But, don’t Copy it
 - Use of Glass to Connect
- Two Options Developed
 - Addition to Rear
 - Addition to Side
- Joint Meeting with Selectmen and Historic Commission selected Side Option
- It is Not Finished, Only in Schematic Design

What About Flooding?

- Water Table Well Below Lowest Floor Elevation
- Previous Damage Caused from Surface Run-Off
- Existing Foundation: Dry Laid Stacked Stone
- Rebuild Existing Foundation
 - Tuckpoint and Grout Exterior
 - Waterproofing with Membrane
 - Drain Tile

What is the Emergency Plan to Exit COA?

- We Have an Elevator
- Handled Like any Multi-Story Building

Why Gray?

- Previous Historic Study Conducted
- Old Paint Layers Studied
- Determined This is the Original Color

Is Parking Impacted?

- We Have Increased Parking Capacity
- More Closer to the Entrance
- Signage to Direct Employees and School

How is the Septic Going to be Handled?

- It will Need to be Modified
- This Will be Developed in Design Development

The Physical Plan – Key Takeaways

- An addition is proposed for the South Side of the Building
 - Enables Topsfield to meet it's Preservation Restriction
 - Allows for the return of the Auditorium
 - Provides features required to be ADA compliant
 - Is much more cost effective than retrofitting the current building
- Frequently visited department offices will occupy the ground level
 - Cons Com, Board of Health, Building Department
- The existing first floor of the building and new office space in the addition will house the remainder of town offices
 - Town Administrator, Board of Selectmen, Accounting, Treasurer, Assessor, Town Clerk, Veterans' Agent, Procurement/Community Development
- Top Floor – will serve as a much needed Community Center
 - Fully equipped Auditorium will be able to be used for meetings, events, and other activities
 - Council on Aging will have office space and drop-in space
- A glass element connects the old and new buildings